

## **MANUFACTURED HOME PERMITS**

Individuals wishing to locate a new manufactured home, move a manufactured home from one location to another, or replace an existing manufactured home in Augusta, GA, must obtain a manufactured home permit. PLEASE NOTE: Manufactured homes are not to be confused with Travel Trailers and/or Motor Home Recreation Vehicles. The following information does not apply to recreational vehicles as they are only allowed in recreational vehicle parks in Augusta, Georgia.

It is important to remember that except for approved mobile Home parks the manufactured home will have to be located on its own recorded lot, parcel, or tract. No manufactured home shall be located on any lot, parcel, or tract occupied by any other dwelling or manufactured home. In A (Agricultural) Zone, manufactured homes cannot be located within 150 feet of any existing permanent dwelling (stick-built home). Further, the manufactured home must be situated so as not to be within forty (40) feet of the front property line on major thoroughfares or thirty (30) feet on minor thoroughfares, within 10 feet of each side property line and within 20% of the lot depth (not to exceed fifty (50) feet of the rear property line).

A manufactured home can only be located in A (Agricultural) and R-MH (Residential –Manufactured Home) zoning classifications. Contact the Augusta, Georgia Planning and Development Dept. at (706) 821-1796 to see if your lot, parcel or tract is zoned properly for a manufactured home.

Manufactured home permits are \$20.00 and can be obtained from the Augusta, Georgia Planning and Development Dept., 525 Telfair Street, Monday through Friday (excluding legal holidays), between the hours of 8:30 a.m. and 5:00 p.m. To make a manufactured home permit application, a plat of the property only which the manufactured home is to be located shall be presented along with the information about the manufactured home is to be located shall be presented along with the information about the manufactured home (date of purchase, cost, make, year and size).

The GIS Department of the City of Augusta will assign a permanent address to the lot, parcel or tract upon which the manufactured home is to be located. In compliance with the Road Naming and Addressing ordinance, the address numbers must be placed above, on, or at the side of the appropriate door of the manufactured home so the address numbers are clearly visible from the road. In cases where the manufactured home is located more than fifty (50) feet from the road, the address numbers must be placed on the mailbox or near the driveway so as to be easily read from the road. The Building Inspector will check to see that the address numbers are placed as required during the final inspection and prior to a Certificate of Occupancy being issued (i.e. prior to power being released).

The manufactured home permit is valid for a period of six months from the date issued.

After issuance of the manufactured home permit, the applicant must visit the Tax Assessor's Office in Room 102 of the Municipal Building (next door to the Planning and Development) to ensure that all taxes due and payable are current. The Tax Assessor's Office will then direct the applicant to the Tax Commissioner's Office where the manufactured home sticker is issued. This sticker must be displayed on the manufactured home at all times.

For manufactured homes not utilizing public sewer, the applicant must also contact the Health Dept. at (706) 667-4234 for septic tank inspection. Twenty-four (24) hours' notice must be given to the Health Dept. for the septic tank inspection. (Note: it is not necessary to visit the Health Dept. to schedule the septic tank inspection). Even if a septic tank exists on the property, the Health Dept. must inspect the existing septic tank to see if the tank is in proper working order and inspect the septic tank for suitability of size as to the number of bedrooms and bathrooms in the proposed manufactured home.

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Once the manufactured home is sited on a foundation, a curtain wall enclosure shall be installed in accordance with O.C.G.A. Title 8, Chapter 2, Article 2, Part 3, and shall be provided with a solid skirting/curtain wall enclosure constructed of masonry to include stone, faux stone, brick, faced block, or stucco with the required vents (to prevent the passage of persons, animals, or debris into space beneath the mobile home) is installed, tie downs are in place, and all utilities including electrical are hooked up to the manufactured home, the applicant must contact the Building Inspector at (706) 796-5050 for final inspection. Once the Building Inspector has made satisfactory inspection of the manufactured home, a Certificate of Occupancy will be issued (i.e. power will be allowed to be turned on).